***Action Plan***

*Title:* **Basic Furniture Handling Training**

*Result:***Train to Move Chest of Drawers, Chairs, Small Items and Stretch Overstuffed Furniture**

*Materials Needed:***Training Manual, Access to Staff Website, Stretch Wrap, Report Form**

*Position with Overall Accountability:***Intermediate Foreman**

*Reporting Positions:***Crew Member**

*Staff Positions:***Crew Member, Intermediate Foreman**

**# Benchmark Accountability Time Required**

**1. Read Procedure Steps Crew Member 5min**

**2. Watch Procedure Video Crew Member 10min**

**3. Fill out step by step written test. Crew Member 10min**

**4. Perform task on-site with an intermediate foreman Crew Member, Intermediate Varies**

 **to witness and sign report (repeat \_\_\_\_\_ times) Foreman**

**5. Complete Report and Submit to operations manager Crew Member, Op Manager 10min**

**6. Update Personal Skills File Op Manager (foreman?) 5min**

**Standards**

**1. Crew member will be able to perform each detail of action without error.**

**2. Intermediate Foreman or higher position must assist in on-site task performance**

**as needed, witness action completion, and sign report.**

**3. Passing of skill level will be updated in Personal Skills File by operation**

 **manager within 48 hrs.**